



## DEPARTMENT OF MENTAL HEALTH CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	DEPARTMENT OF MENTAL HEALTH	<b>RELEASE DATE:</b>	Wednesday, November 25, 2009
<b>POSITION TITLE:</b>	Chief, Office of Strategic Management	<b>FINAL FILING DATE:</b>	Thursday, December 10, 2009 <i>or until filled</i>
<b>CEA LEVEL:</b>	CEA 1	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 6,173.00 - \$ 7,838.00 / Month	<b>BULLETIN ID:</b>	11252009_2

### POSITION DESCRIPTION

Under the general direction of the Director, the Chief, Office of Strategic Management is responsible for the development, implementation and measurement of Department of Mental Health's Strategic Plan, and for directing and overseeing the operations of the Office of Strategic Management, the Strategic Planning Council and Policy Council; is responsible for the development and implementation of tools that can be used to advise the Director and executive staff; will direct and oversee the department's efforts to re-engineer its business processes; and will set statewide policy on issues related to strategic planning and business process re-engineering.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

#### Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

#### Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

#### Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors

and attorneys.

### DESIRABLE QUALIFICATION(S)

1. Extensive administrative and managerial experience requiring responsibility for a major program involving familiarity with issues related to strategic planning, performance measurement and program outcome. 2. Knowledge and experience with the principles and practices of Strategic Planning, Business Planning, and the implementation of Performance Measurements in public or private organizations. 3. Experience analyzing complex situations and information, acting as the Department's representative in public forums, before other agencies of government and before the State Legislature on matters relating to strategic planning and performance measurement. 4. Experience independently establishing statewide policies, criteria and procedures for all issues related to strategic planning; establishing goals and objectives, monitoring tools and timelines. 5. Experience overseeing the development of environmental/trend studies and analyses and making recommendations to executive staff on appropriate courses of action based on the studies and analyses. 6. Demonstrated experience working with consumer, local and state government leaders and organizations. 7. Demonstrated communications skills -- both written and verbal -- for employees and external organizations. 8. Familiarity with State level boards, commissions, and the roles/responsibilities of appointees. 9. Knowledge and awareness of effective organizational development and change management strategies. 10. Knowledge of practices and trends in public administration, including contracts, budgets, personnel, data analysis and issue forecasting. 11. Knowledge, awareness, and ability to utilize the policies for Equal Employment Opportunity (EEO). 12. Ability to develop and implement an effective departmental communication plan related to strategic planning and business system improvement efforts. 13. Ability to identify and institute department-wide training requirements to enhance organization awareness, and develop and maintain the expertise and knowledge base for staff to meet organization goals and objectives. 14. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. 15. Ability to conduct public presentations for the Department of Mental Health, testify before the Legislature, and work with the Public.

### EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Office of Strategic Management**, with the **DEPARTMENT OF MENTAL HEALTH**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

The examination consists of a review of each candidate's qualifications for this position and may include an oral interview. Based on the minimum and desirable qualifications announced in this bulletin and evaluation criteria developed for this position, each candidate's application and Statement of Qualifications will be reviewed by a designated departmental screening committee. It is critical that applications/statements include specific information on experience and education applicable to these qualifications. Based upon the screening committee's evaluations, individuals may or may not be invited to interview. All candidates will be assigned a rating and will be notified in writing of their final scores. In order to be successful in this examination, candidates must attain a minimum rating of 70.00%. The results of this examination will be used to establish an employment list for the Department of Mental Health. The list will be used to fill the Chief, Office of Strategic Management position at the Department of Mental Health. Direct questions concerning the exam

process to Cynthia Krohn at (916) 654-2535. California Relay for the hearing impaired: from a TDD phone (800) 735-2929, from a Voice Phone (800) 735-2922.

## **FILING INSTRUCTIONS**

Applicants who fail to submit the Statement of Qualifications may be eliminated from this examination process.

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

### **Applications must be submitted by the final filing date to:**

DEPARTMENT OF MENTAL HEALTH, Personnel Section  
1600 9th Street, Room 121, Sacramento, CA 95814  
Cynthia Krohn | (916) 654-2535 | [cynthia.krohn@dmh.ca.gov](mailto:cynthia.krohn@dmh.ca.gov)

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF MENTAL HEALTH reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>